



MYBUILDINGPERMIT.COM EPLAN DEMOLITION, DECONSTRUCTION, OR STRUCTURE RELOCATION APPLICATION CHECKLIST

For information on recycling construction, demolition and land clearing (CDL) debris, please see <http://www.metrokc.gov/dnrp/swd/facilities/cdl-stations.asp>

The following items must be submitted at the time application: Submit a Site plan showing structures to be **removed**, **significant trees** to be retained. **Show location, type, diameter and drip line of all trees.**

- 1. Submit the applicable Tree Retention Plan.** Call the Planning Department for the ordinance and to find the appropriate Tree Retention Plan for your intended project at 425-587-3225.
- 2. Submit a signed Rodent Abatement Declaration.**
- 3. If Required, Submit Environmental Review Materials.** Contact the Planning Department 425-587-3225 to determine if the subject property is in an environmentally sensitive area. An environmental review and submittal of an Environmental Checklist may be required which will extend the time period before a demolition permit can be issued. The Planning Department can provide information on review fees and an estimated time frame for this environmental review.

The following items must be completed prior to issuance of a demolition permit:

- 1. Complete a rodent abatement program** prior to demolition, deconstruction, or structure relocation. Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. All applicants shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.
- 2. Submit a Rodent Abatement Letter.** A rodent abatement letter from the abatement company must be received prior to issuance of a permit. The letter must state the level of rodent activity and that the bait stations will remain in place until Permit activity begins.
- 3. Tree fencing must be installed and Planning Department inspection must be completed and signed off in the City's permit-tracking system prior to issuance of the Demolition permit.** Call 425-587-3225, give your demolition application number and site address to arrange for this inspection. Please allow **2 days** for the inspection to be done and signed off in the computer system.
- 4. Water Meter Disconnected or Removed**

WATER METER DISCONNECT PROCEDURE:

(FOR SINGLE FAMILY INFILL PROJECTS ONLY – REPLACING LIKE FOR LIKE)

MAINTAINS WATER SERVICE AT YOUR PROJECT SITE: (NO SUBDIVISIONS)

- The customer's service line will be disconnected from the customer side of the water meter. The meter will remain in the meter box, account will remain active, and the customer will be billed only for water.
- Sewer billing will start after the Rough Plumbing inspection for the new house.
- Call Utility Billing at 425-587-3150 to arrange for the service to be disconnected and the account to be designated for Construction use only.
- Submit a Disconnect Service Request to the Utility Billing Department for processing. This must be processed prior to issuance of the demolition permit.

• • WATER METER REMOVAL (FOR ALL OTHER PROJECT TYPES) –

- The customer needs to request to have the water meter removed permanently. The account will be closed.
- When the meter is removed and water is needed during construction, the contractor will need to arrange for a water truck; or arrange with the City to use water from a hydrant (requires a hydrant meter and a nearby hydrant), or arrange to have permanent water service installed (by the utility contractor). Once the permanent water service is installed, the meter can be installed and the account will be activated. Only water will be charged until the rough plumbing inspection is complete.
- To have the meter pulled, call Utility Billing at (425) 587-3150 to arrange for the meter to be removed and to get an estimated final utility billing. You will be required to show your receipt of payment to the Building Department when you pick up your demolition permit.

Other Requirements

- 1. Asbestos Removal**
Puget Sound Clean Air Organization Asbestos Removal Requirements

For full details and to obtain asbestos forms, instructions and regulations go online to:

Contractors: <http://www.pscleanair.org/asbestos/asbe-cont-info.shtml>

Homeowners: <http://www.pscleanair.org/asbestos/asbe-home-form.shtml>

or to ask other questions, by phone 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.

2. **Water is required for asbestos removal.** It is recommended that asbestos be removed prior to water service being discontinued. If it is not, you will be required to install a hydrant meter. A \$450 deposit is required for a hydrant meter. You will be charged for water usage, plus a minimum \$5.00 monthly fee. Contact Public Works at (425) 587-3800 for further information.
3. After a demolition permit is issued, but before the building is demolished, **the owner must have the side sewer capped.** If this is not done, the full sewer capital facility charge will be required. If the building being demolished is on a septic system, **you must either retire or remove the septic tank.** If you have a New Single Family or Multi-Family Residential application that is ready to pick up, the Demo permit must be finalized prior to Building permit issuance.

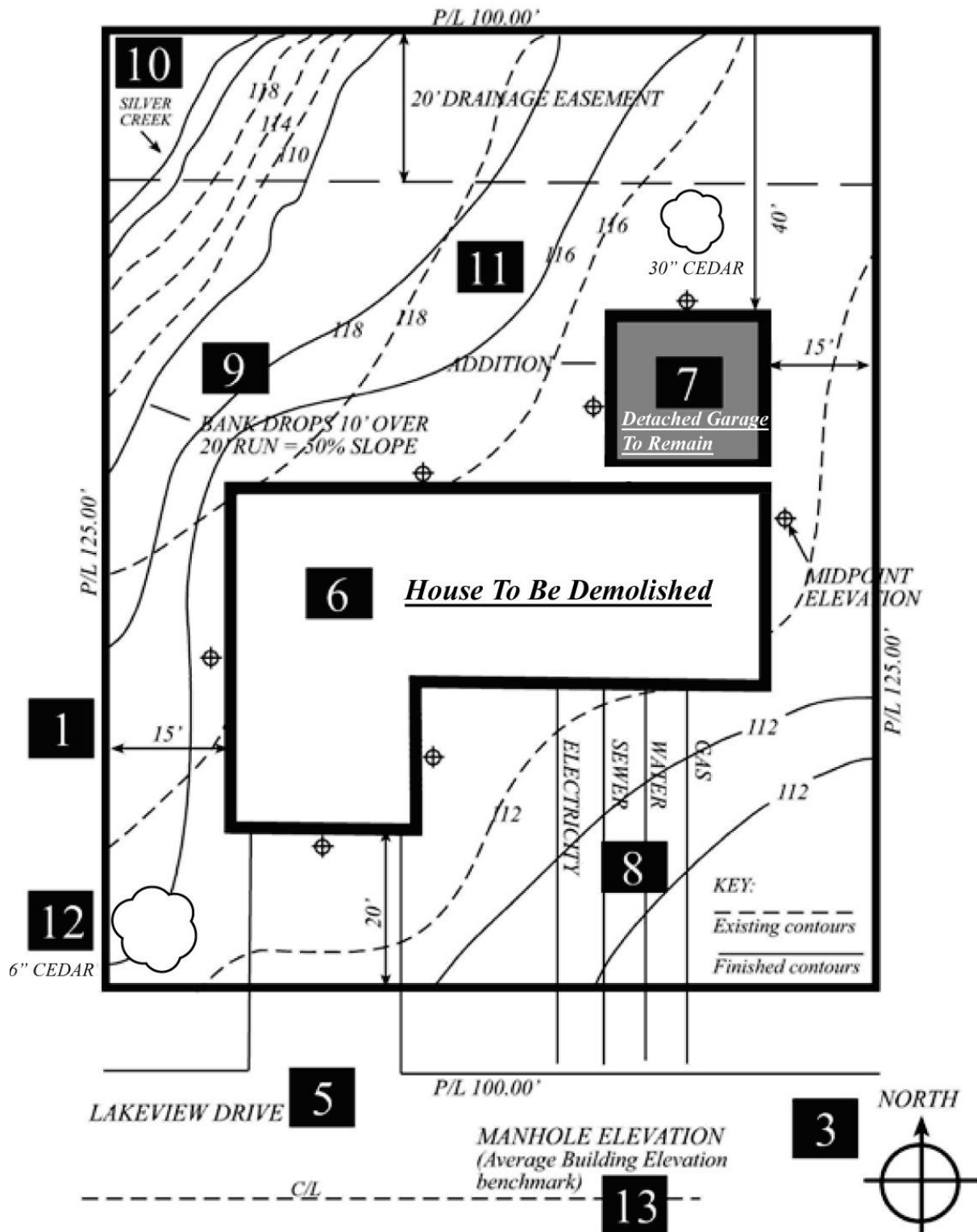
Single Family Demolition Site Plan General Requirements

Many different permits **require** a site plan (sometimes called a “plot” plan), which is a detailed and accurate map of the subject property. A complete and accurate site plan, drawn to scale, is important to avoid delays in the review and approval of your project. A complete site plan will include all the site features and information (depending on your site, of course) listed below. **On the next sheet** is a typical site plan.

1. The **property owner’s name**, the assessor’s **parcel number** and the site’s **address**.
2. The map **scale**. A scale of 1”=20’ is typical, but others, 1/8”=1’0” for example, are also acceptable.
3. A **North arrow** indicating the direction North.
4. All **property lines**, all **easements** (utilities, access, etc.), and site **dimensions**.
5. All **streets** and **alleys**, with **street names**.
6. The **location and dimensions** of all **existing** buildings. Identify each building by its use (garage, residence, etc.). Include **decks**, **retaining walls** and **rockeries**, and whether they are to remain or be demolished.
7. Clear **distinction** between the **existing** buildings to remain and any buildings to be **demolished**.
8. Locations of any **underground storage tanks**.
9. All **surface water** (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
10. **Location, type and diameter of significant trees and other information subject to**. See Kirkland Zoning Ordinance Chapter 95. See Planning Department for **Tree Retention Plan** requirements. An Arborist report may be required.

Note: **Show structures to be demolished.** Describe structures to be demolished; i.e. detached garage, shed, single family house.

Note: **Erosion and Sedimentation Control** plan required on site per example ESC plan (attached).



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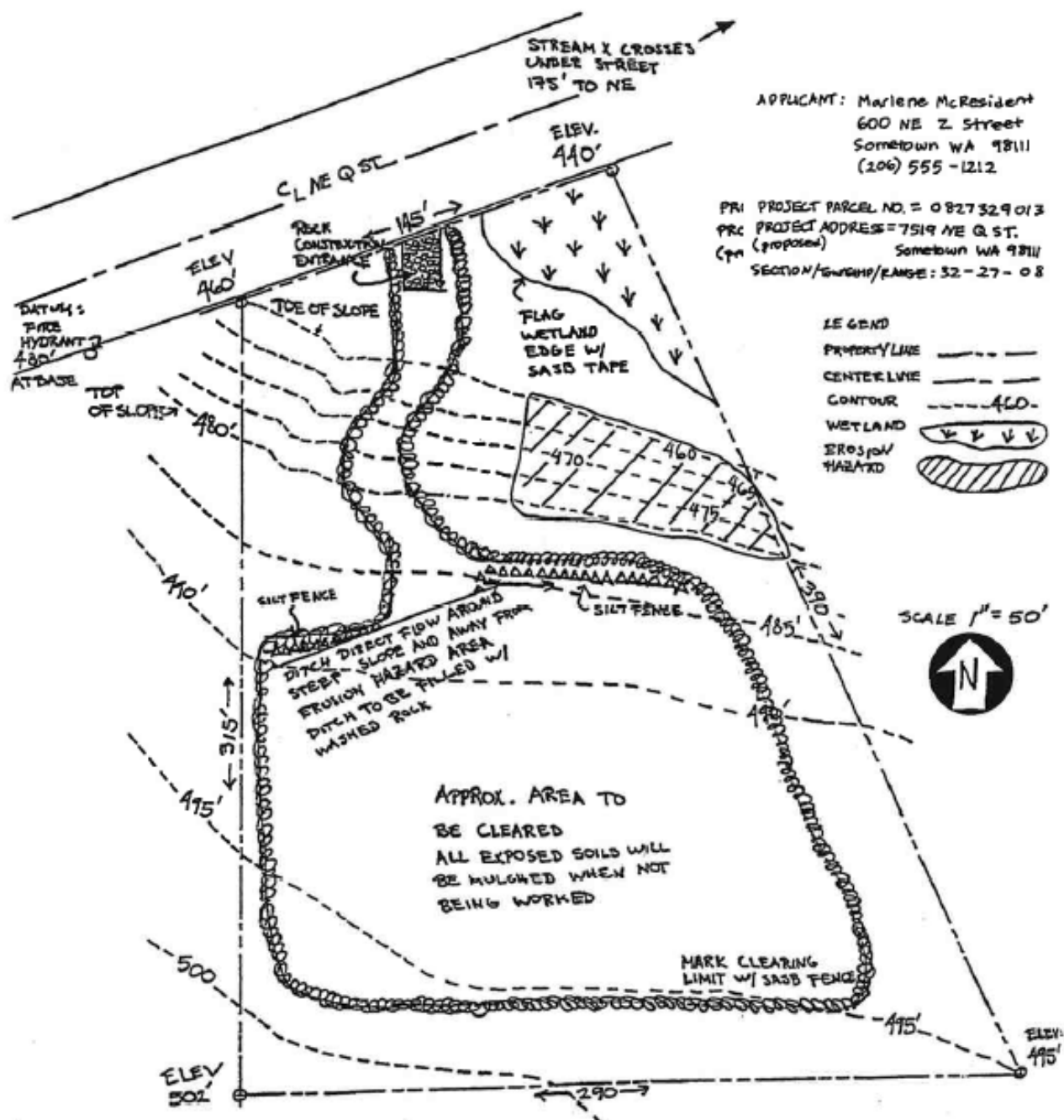
SITE PLAN
1" = 20'

1126 LAKEVIEW DRIVE
PARCEL NO. 380223-5254
JOHN DOE

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- **Erosion and Sedimentation Control plan** required on site per example ESC plan (see attached)
- **Show structures to be demolished.** Describe structures to be demolished.

FIGURE D.7.C SAMPLE SMALL SITE ESC PLAN



**City of Kirkland Checklist for
Water Meter Pull/Disconnect Request**

When completed,
please submit to
Utility Billing

Date

UB Customer # _____

UB Reference # _____

Service Address: _____

Demo permit number: _____

Bldg permit number: _____

Single family tear down/rebuild?: YES / NO
(rebuilding one new single
family ***only*** on the same lot)

Is property part of a current or future
short plat or lot line adjustment?: YES / NO

Is building currently vacant? : YES / NO

Property Owner(s) Name: _____

Billing address: _____

Contact number: _____

Request Authorized by: _____

print

signature

Information Below To Be Completed by City Staff

- ☐ Meter to be pulled on
or after this date:
(fee for pull = \$70; plus
estimated final bill amount)

WATER IS **NOT** AVAILABLE EXCEPT BY
HYDRANT METER OR WATER TRUCK

- ☐ Meter to be disconnected
on/or after this date:
(fee for disconnect = \$30:
applied to account)

WATER **IS** AVAILABLE, CUSTOMER
BILLED BASE FEE PLUS CONSUMPTION

- ☐ Public Works Approval: _____

- ☐ Date submitted to Utility Billing _____

- ☐ Notified Public Works (Terri or Wes) that utility bill is paid.